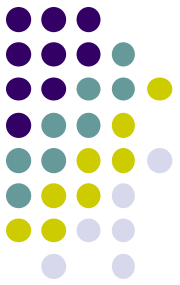# City of Lansing
New & Full Worker Training

May 3 2016

School Special Election

Welcome

- **Introductions**
  - **# estimate number of years working election**
  - **Position for this election**

- **Classroom Rules**
  - **Turn phone to vibrate**
  - **Encourage to ask questions**
  - **Safe environment to ask questions**
  - **Leave no one behind**
  - **Requires participation**
  - **Sign in and Sign out**

Overview of Full Training
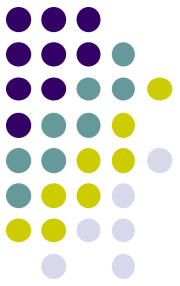
- Resources for You
- What makes this Election Special
- Expectations
- Roles on a Precinct Team
- How to use the Equipment
- Troubleshooting Challenges
- Volunteer Opportunities
- 2016 Election Calendar

We can't cover everything!
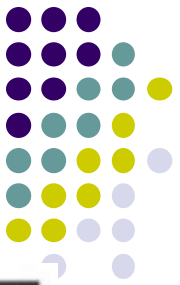
Resources

- Checklist of Operations
- Detailed PowerPoint

- Web Page just for you
  - http://www.lansingmi.gov/InspectorTraining
  - Videos
  - Links to Secretary of State Manual

www.lansingmi.gov/InspectorTraining

City Clerk's Office

Text Size: A A A

Inspector Training

Below are the links to the May 5, 2015 Election Training. All trainings are held at South Washington Office Complex Elections Unit, 2500 S. Washington. Please check your email or letter to determine which training to regester to attend. If you have any questions about election training, please contact Brian Jackson at 517-483-4135 or email **brian.jackson@lansingmi.gov.**

E Poll Book Refresher Training - required for all scheduled E-Poll Book Workers who have prior experience. Limited number of attendees so please schedule

New E-Poll Book Training - required of all new poll worker or assigned inspectors who are being trained on E Poll Book. Hands-on training of the opening, closing and operations of E Poll Book Inspector

New Inspector Training - required of all new inspectors and new chairs or co-chairs. Everything and more about being part of precinct team

Overview Training - optional training for any inspector who wants to refresh on basic operations like AutoMarks, tabulators, and more

Chair Training - required of all chairs, co-chairs and superchairs to receive update on election precinct procedures

For instructions on how to sign up via eventbrite website, please click here.

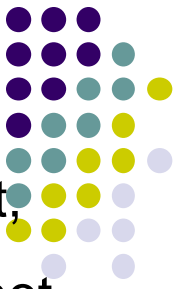Chris Swope
City Clerk

Contact
9th floor of City Hall
124 W. Michigan Ave.
Lansing, MI 48933.
517-483-4131
city.clerk@lansingmi.gov

HOURS
Monday through Friday
8:00 a.m. to 5:00 p.m.

What is on the ballot? One item

Lansing School District Bond Proposal Shall Lansing School District, Ingham, Eaton and Clinton Counties, Michigan, borrow the sum of not to exceed One Hundred Twenty Million Dollars ($120,000,000) and issue its general obligation unlimited tax bonds therefor, in one or more series, for the purpose of: remodeling, furnishing and refurnishing and equipping and re-equipping school buildings, including security improvements and equipment; erecting, furnishing and equipping additions to school buildings; acquiring and installing instructional technology and instructional technology equipment for school buildings; erecting, developing, improving, furnishing and equipping athletic facilities and fields; and developing and improving playgrounds, play fields, driveways, parking areas and sites?
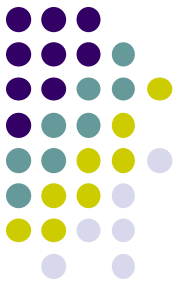
School Bond Proposal that is it
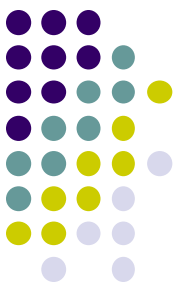
- We expect 10 – 15% turnout, similar to November City Election less than President Primary

- Quick turnaround
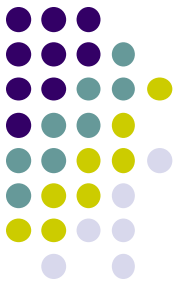
- What do you think?

- How should we prepare?
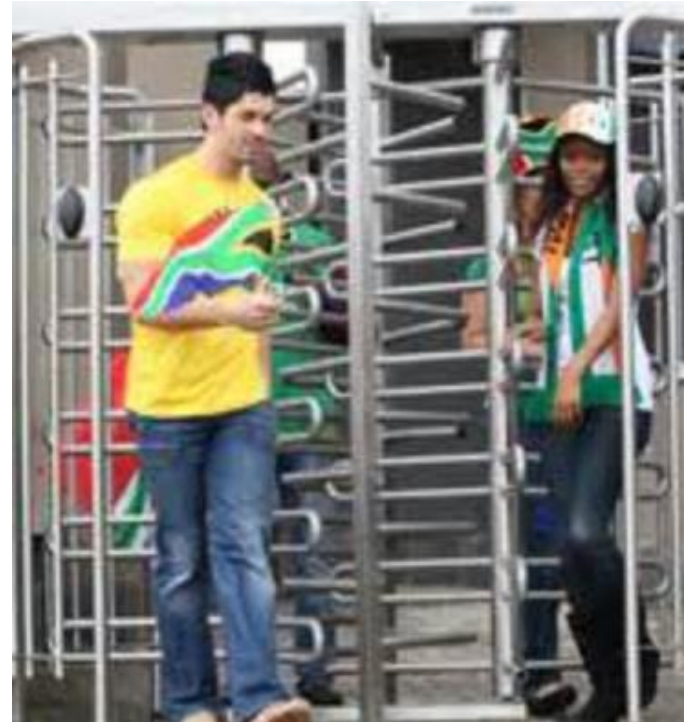
Redistricting in Dec 2015

How are voters informed?

- All impacted voters received new voter registration cards.

- Before making changes, Clerk held 6 Public Hearings and sent postcards

- Signs will be posted at closed precincts.
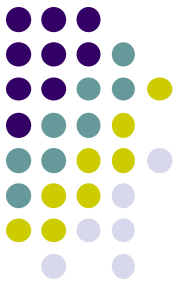
- Information sent to neighborhood groups

Professional Expectations of ALL Election Workers

- RESPECT– voters, co-workers, guest and yourself

- Come On-Time & Ready to work schedule until dismissed

- Dress Code – clean, no words on clothes

- Lansing Employee Requirements

Professional Expectations of ALL Election Workers

GR – 1   ~~Employees are required to report on time for work.~~

GR – 2   Unexcused absences are prohibited.

GR – 3   Excessive absenteeism is prohibited.

GR – 4   Insubordination is prohibited.

GR – 5   Traffic in and/or the consumption of and/or any one suffering from the immediate or after effects of dangerous drugs or alcohol while at work is prohibited.

GR – 6   Misappropriation or unauthorized use of City money, property, equipment or supplies is prohibited.

GR – 7   Gambling on City time or property or during lunch or rest breaks is prohibited.

GR – 8   Inefficient, careless, inactive or unproductive work is prohibited.

GR – 9   Falsification of City records is prohibited.

GR – 10   Fighting, threatening or being disrespectful to other City employees or members of the public is prohibited.

GR – 11   Unsafe acts that can and/or do endanger the person or property of himself/herself or others is prohibited.

GR – 12   Improper personal conduct is prohibited.

GR – 13   Employees are not permitted, under any circumstances, to carry or have their possession weapons, while either on City property or during work hours.

Election Worker Survey Results
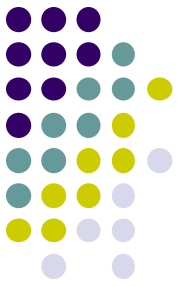
After November 2015 Election Year

- 90% had positive experience working the polls

- 98% work as a team during the day

- 92% Chairperson led precinct very well or well
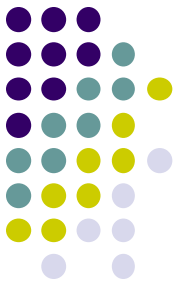
Meal Break Policy

- Coordinated through Chairpersons

- 30 to 45 minutes (unpaid) per 8 hours
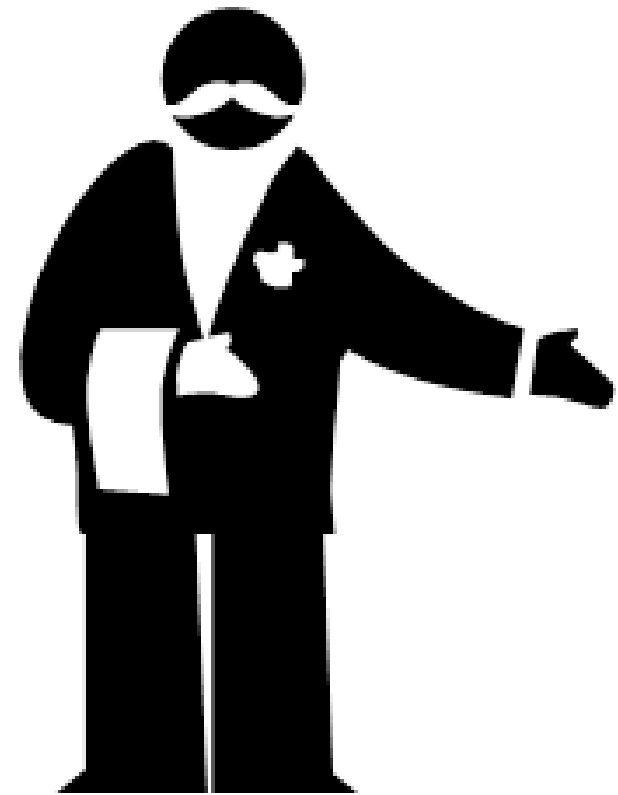
- Sign in and Out for meal breaks
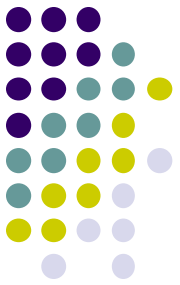
6 Roles of a Precinct Team

Type of Inspectors	
Greeter	
Application	
E Poll Book	
Ballot	
Tabulator	
Chair / Co Chair	

16

6 Roles of a Precinct Team

- Greeter
  - Multi-precinct
  - Make sure people are in right place

- Application Inspector
  - Hand out Application to Vote
  - Ask for ID to be out
  - Show resources

6 Roles of a Precinct Team
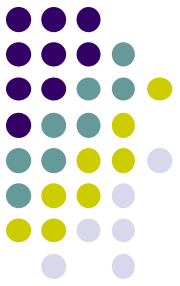
- E Poll Book Inspector
  - Try to Keep hands on keyboard.

  - Works closely with the ballot inspector
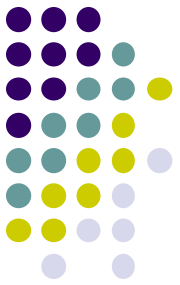
6 Roles of a Precinct Team

- Ballot Inspector
  - Initial and write ballot # on Application to Vote

  - Direct voter to booth and to tabulator inspector

  - Accept spoiled ballots

20
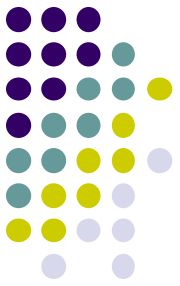
6 Roles of a Precinct Team

- Tabulator Inspector
  - Check ballot # & tear off tab

  - Advise voter on how to feed ballot

  - Stay 10ft away, but monitor the machine

  - If error, review script on top of screen

6 Roles of a Precinct Team
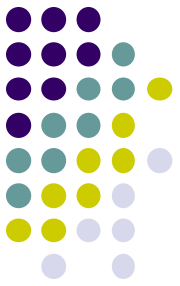
- Chairperson
  - On site supervisor

  - Chair and Co-chair
    - Have very long day & Night
    - Sign off that election is valid
    - Determine break schedule

www.shutterstock.com · 79309792

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6 Roles of a Precinct Team
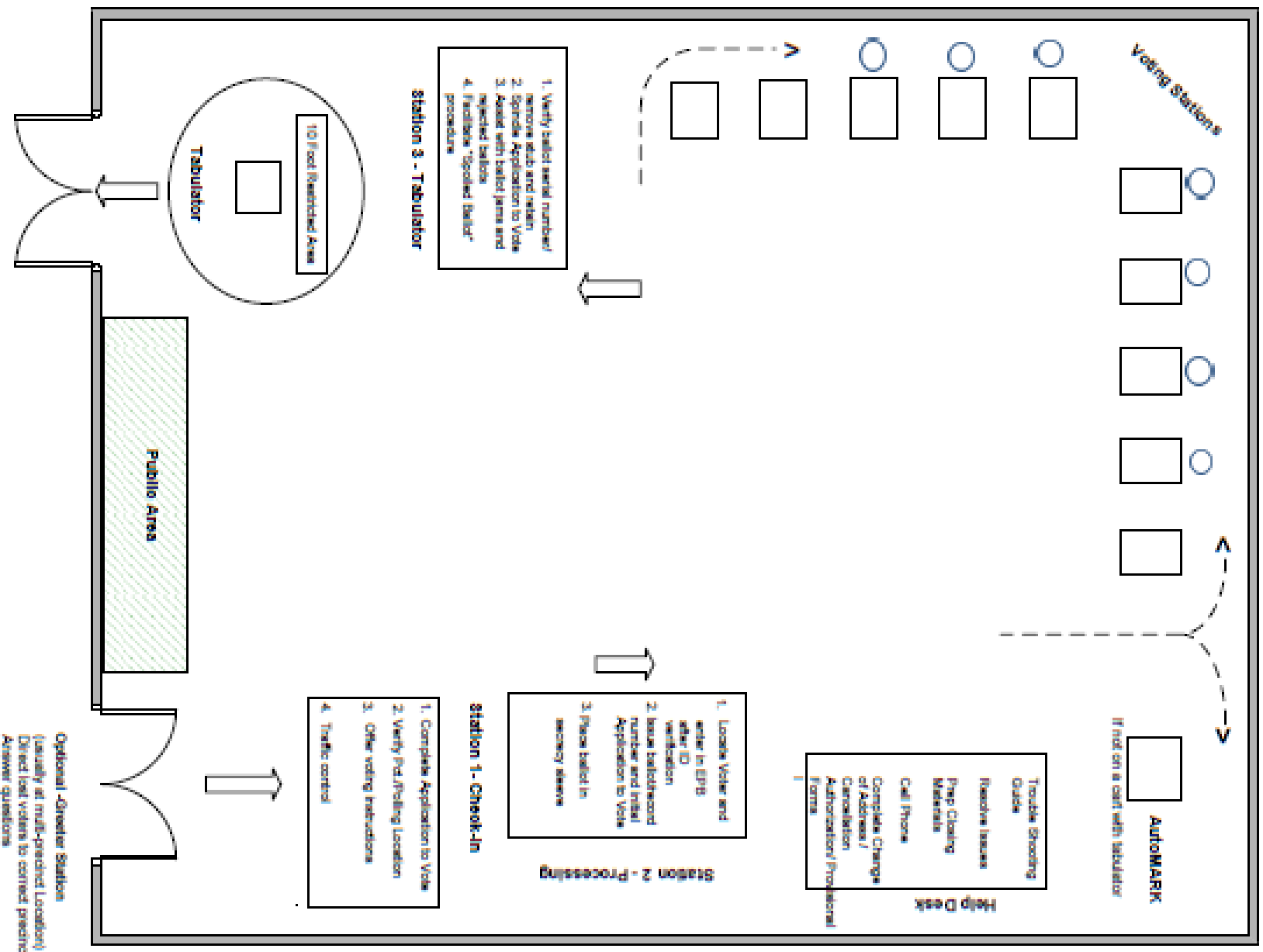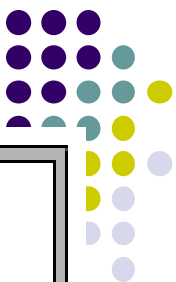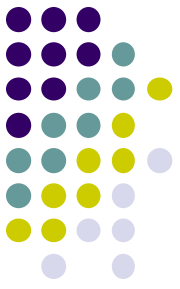
6 Roles of a Precinct Team

- Lets get up and role play!

- Need 5 new people to be election worker

- Need 4 experience people to be voters
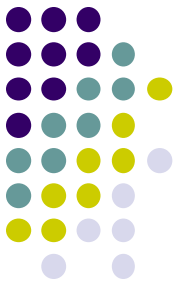
Before the Polls Open

Checklist of Operations

- Review Page 2 -4
  - E Poll Book
  - AutoMARK
  - Tabulator
  - General

  - 7am –Chair announces "Polls are open"

Before the Polls Open 6am – 7 am)

- Avoid Injuries
  - Pushing/Pulling
  - Lifting
  - more

0"	10"	15"	20"	25"

70"

66"

DANGER ZONE

55"

41 lbs	21 lbs

40"	50 lbs	35 lbs	26 lbs	20 lbs

47 lbs	31 lbs	19 lbs

20"

The recommended weight limit that can be lifted safely at different vertical and horizontal distances

0"
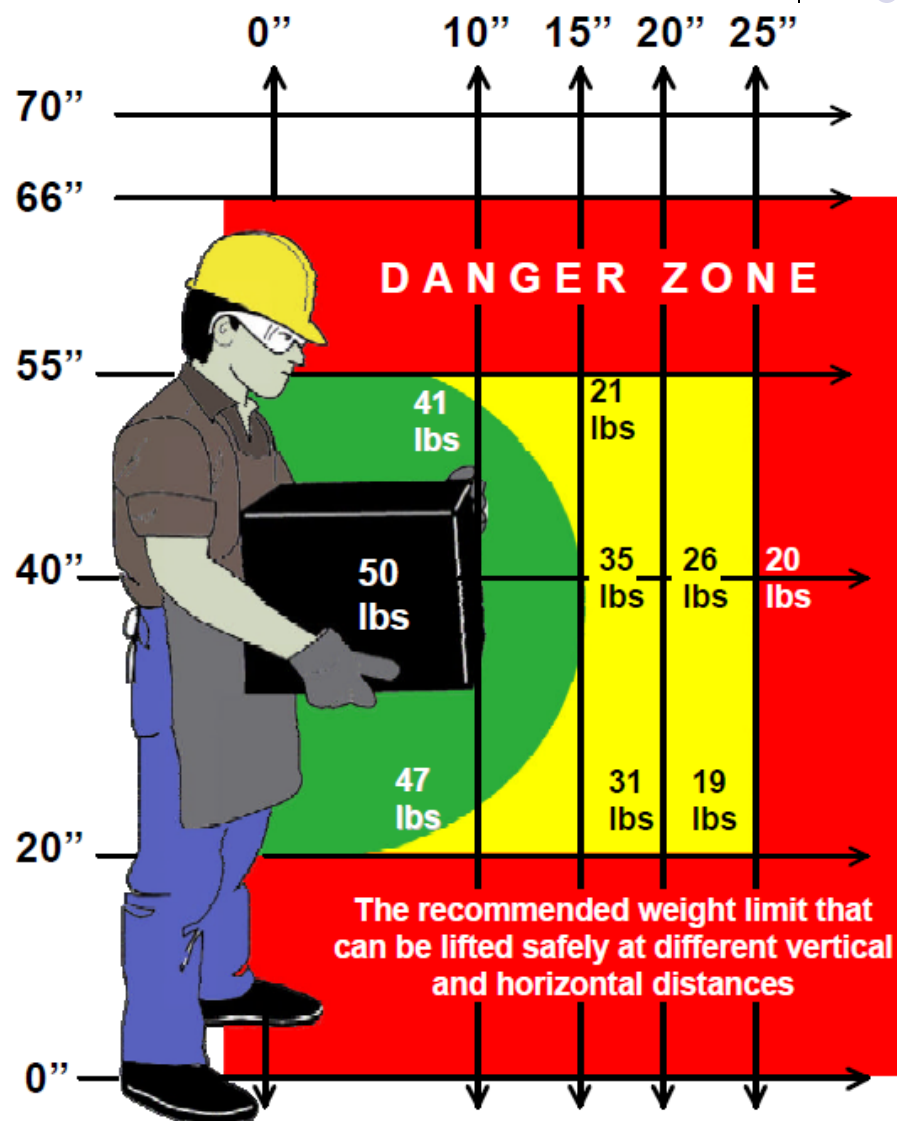
Before the Polls Open 6am – 7 am)

- Ballot Sleeves will be stored in the Tabulator

- Make sure all bins are empty before locking them up

SEQUOIA'S OPTECH INSIGHT
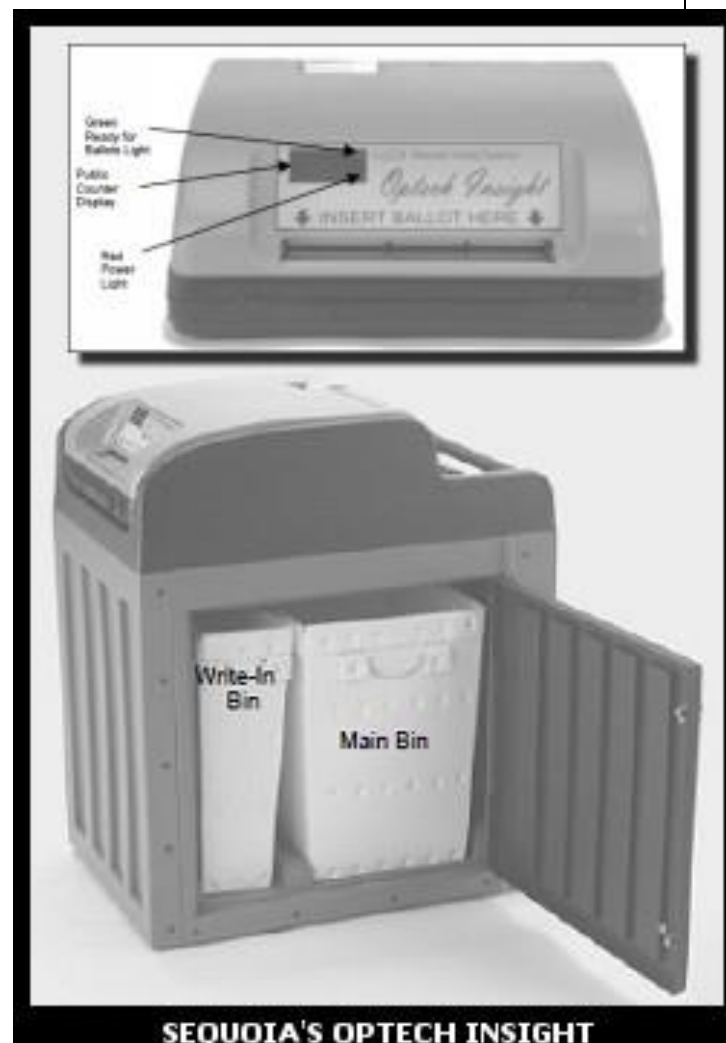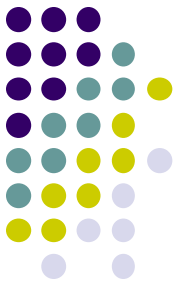
During the Day pg. 5 – 7pm

Hourly Check (pg. 5)

1. Check Voting Booths
2. Update Voter Log
3. Rotate Roles when possible
4. Complete Ballot Balance Check
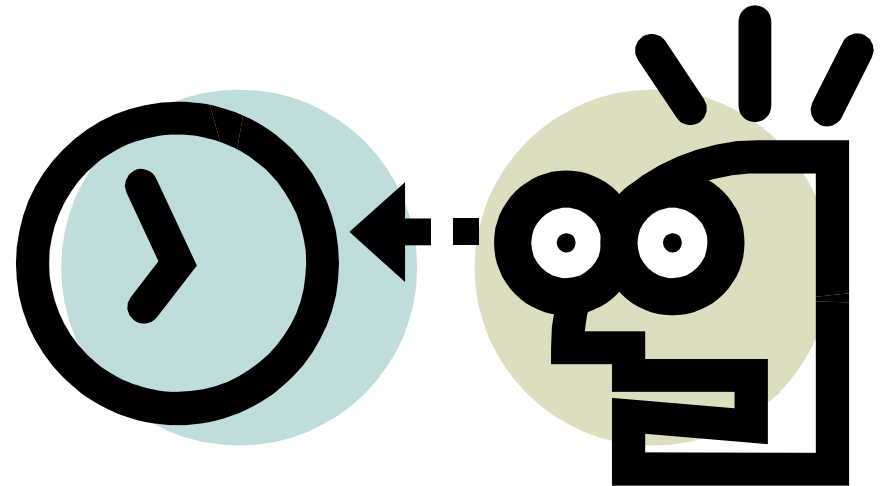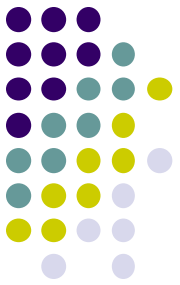
Ballot Balance Check*

E Poll Book Total Count ▭ **People Voting** ⚌ **Tabulator Display**

Total = 3

admin

9:32 AM
9/29/2014

Green
Ready for
Ballots Light

Public
Counter
Display

Sequoia Voting Systems

Optech Insight
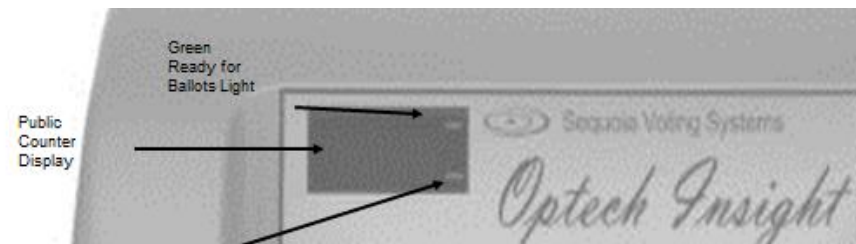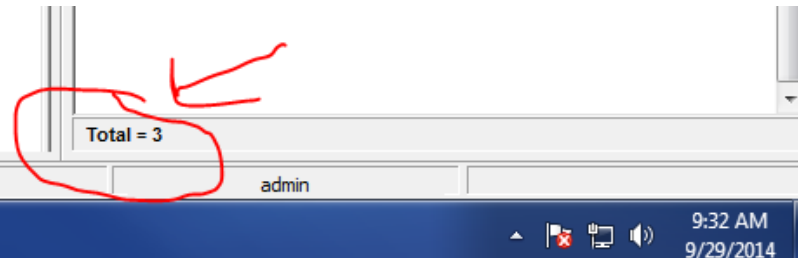
* Complete this Check immediately whenever there is a Ballot Jam

During the Day
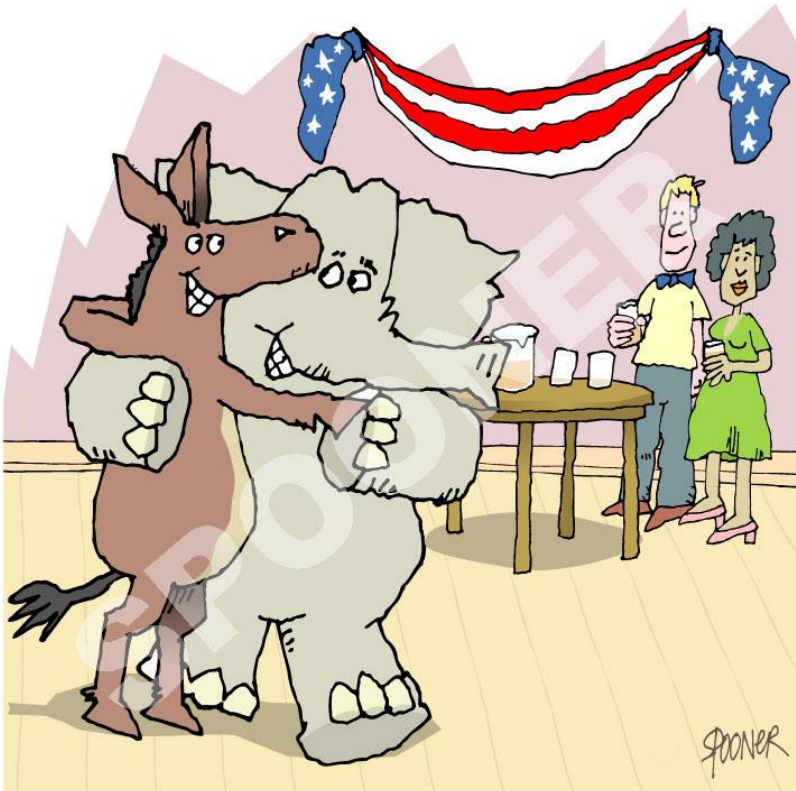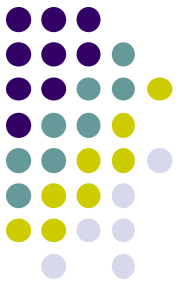
Check and Balances

Must have a R & D involved during the day

- When Tabulator is ever unlocked

- Assisting a Voter with ballot

Prepare for Closing Time

- Start getting ready to close anytime you get a chance

Suggestions

- Prep labels, ballot bags
- E Poll Book can complete Summary Reports during the day to make sure balance
- Give out assignments to workers

Closing Procedures– Tabulator page 15
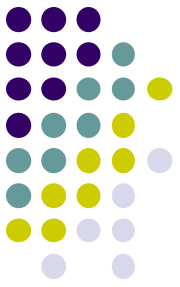
- Check All Bins – No Write Ins
- Print Totals & Press "0" – 3 or more times
  - All Inspectors sign 3 copies

SEQUOIA'S OPTECH INSIGHT
As used to 'recount' paper ballots in Milwaukee
as elsewhere across the state.
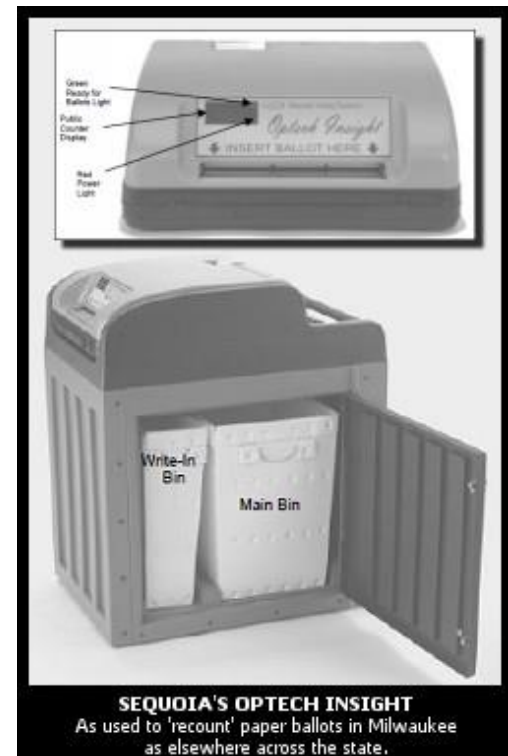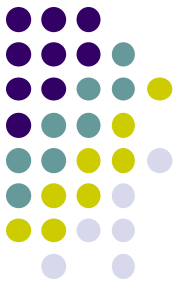
Closing Time pg. 8 - 14

- Polls do NOT close until everyone in line at 8pm has voted

- Everyone leaves together when dismissed by chairperson

- How to seal bag video

Closing Time E Poll Book – page 16
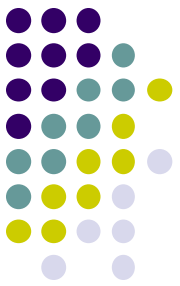
- E Poll Book Summary Report

J. Number of UNUSED BALLOTS:					
	Style	Starting No.	Ending No.	Count	Delete
►		00000017	00000200	184	
				Total = 184	200
K. Total of Lines D, E, F, G, H, I and J					202
L. Difference					0

Name

- Activity Log Report
- Ballot Summary
- epb
- epb_history
- List of Voters
- Remarks

- 7 Icons in Privacy Zone

Select a backup image file

Computer ▸ PrivacyZone (D:)

Closing Procedure pg. 13 - 30
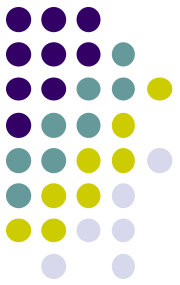
Common Issues

- Tabulator -

- Payroll

- Ballot Bag Seals

- Items in the wrong location

Solutions

- Must see results on tape

- Make sure everyone's time is recorded properly. Have them double check

- Step by Step Picture in Troubleshooting Guide

- Review Check of Operations

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Trouble Shooting Guide
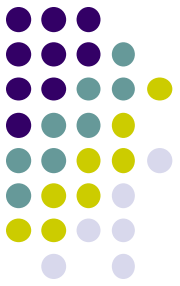
Table of Contents

- Facilities
- Emergency
- Voters
- Guest
- End of Day
- Equipment
- Workers

Located

- Binder will be located in Black Box

37

Equipment Challenges
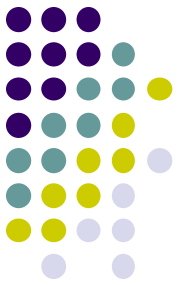
Equipment - Tabulator
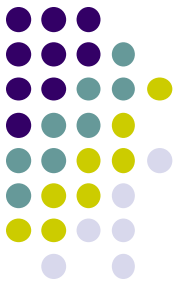
How to help it make the happy sound

REAR VIEW OF THE INSIGHT

The Insight (rear view) (Figure 3-2) shows the location of key components for operating the Insight. The rear access lid of the Insight is locked during the election.

Rear Access Lid Lock & Lid Latch

Rear Access Lid

MemoryPack Door

Overrride [3] Key Access Hole

Keypad

Paper Tape

Serial No.

1. Make sure the top of ballot is out enough to grab it

2. Show voter how to push ballot from the side cut

3. Pray and talk nicely to the machine
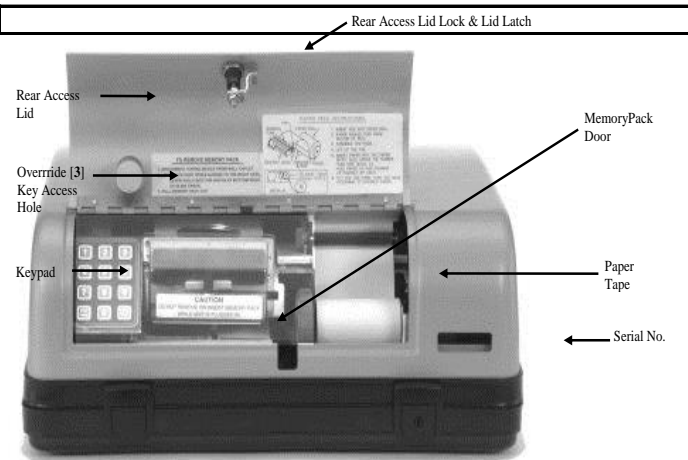
Equipment - Tabulator
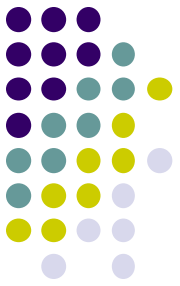
When the unhappy sound happens

REAR VIEW OF THE INSIGHT

The Insight (rear view) (Figure 3-2) shows the location of key components for operating the Insight. The rear access lid of the Insight is locked during the election.

Rear Access Lid Lock & Lid Latch

Rear Access Lid

Overrride [3] Key Access Hole

Keypad

MemoryPack Door

Paper Tape

Serial No.

1. Remain 10 feet away from the tabulator while the voter

2. Ask voter to cover ballot it with the secrecy sleeve

3. Come to the machine, Review tape for error message

4. Refer to the "script" taped on top when explaining the reason(s) for rejection to a voter

5. Act according to script or per chair instructions

42
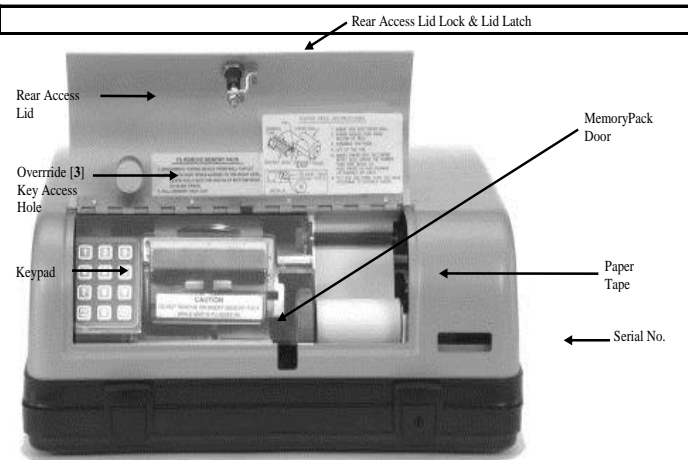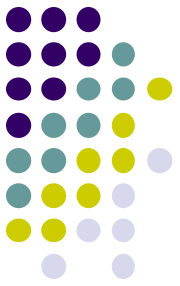
Three ways to use the AutoMARK

- Touch Screen
- Keypad – Including Braille

  Using the audio headphone jack on the front lower-right panel (below the keypad) and plug in the headphones.

- Other personal ADA Device (sip-puff)

Using the AutoMARK
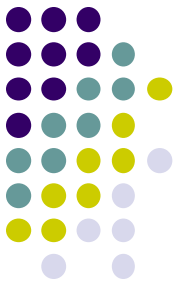
- Issue voter a ballot with special secrecy sleeve.
- Detach stub and insert on secrecy sleeve pocket.
- Secrecy sleeve will attach to AutoMARK with Velcro.
- Instruct voter to insert ballot
- Screen will say scanning please wait

Challenges Voters
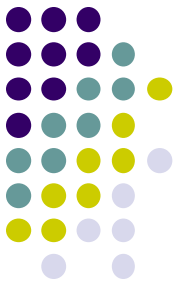
Common Challenges

Type of Voters	Resources
Missing Registration	Manual pg. 75 Trouble Shooting Guide Provisional Ballot (last resort)
Voter with a Disability	Automark instructions pg. 47
Voters who have moved	If they moved before March 4 (60 days) <u>out</u> of city, they can NOT vote
Voter who happen to be Homeless/ Poor Economic	Treat with respect, empathy

Challenges
Assisting Voters Cast Ballots

- Voter remarks made in E Poll book whenever a voter receives assistance

- <u>Law -</u> two inspectors of different political parties must assist the voter

- a voter who is blind, disabled or unable to read or write may designate a person to assist him or her, but that person may not be their employer or a representative of their union
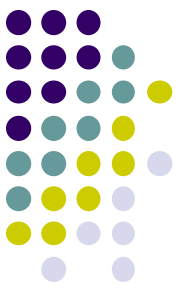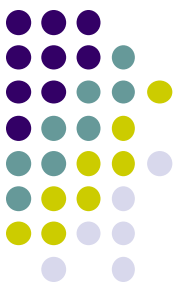
TIPS FOR INTERACTING WITH INDIVIDUALS WITH DISABILITIES

o Always treat anyone with a disability with the same respect that you would extend to everyone else.

o Use words that put the individual first, referring to them as "individual with a disability" or "individual who is deaf." Avoid using words like "handicapped," "retarded," "crippled," "wheelchair bound," or "confined to a wheelchair."

Challenges
Voters Who Have Moved
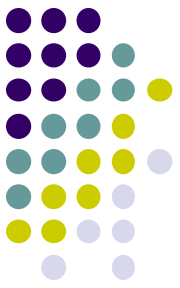
- Move made <u>within </u>the City of Lansing ...
  - Still Can Vote- No deadline
  - Have the voter complete an **Election Day Change of Address Notice**
  - Put the Change of Address Notice in the **Local Clerk Envelope**
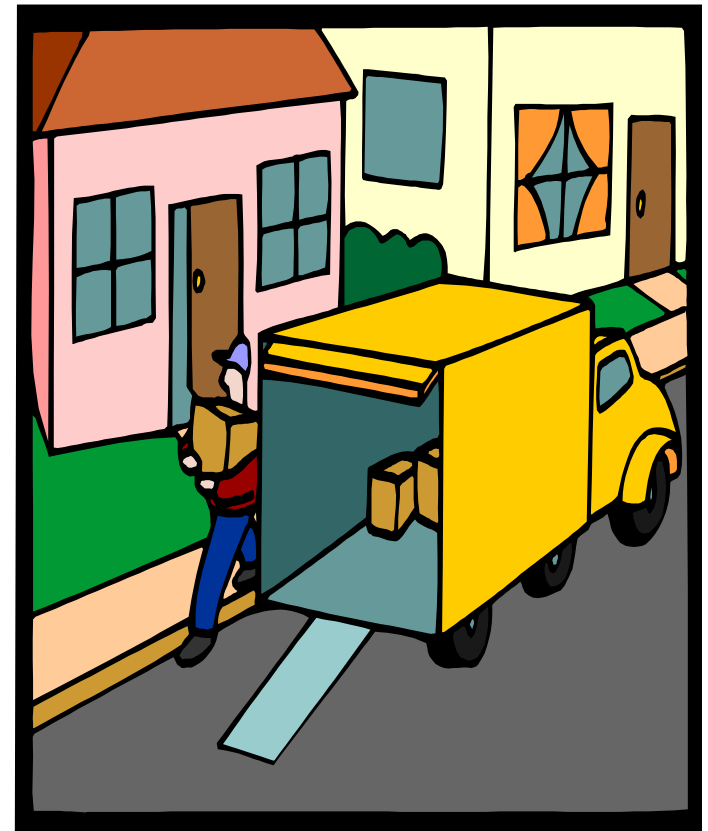
Challenges
Voters Who Have Moved
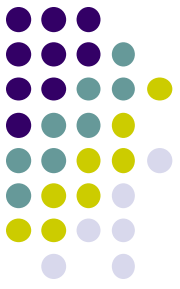
- Voter moved <u>outside</u> the City of Lansing
  - If the move was made <u>less</u> than (60 days) <u>and</u>
  - the voter has not reregistered in their new location
  - have the voter complete a Cancellation Authorization <u>and let them vote "one last time"</u>
    - Place any Cancellation Authorizations in **the Local Clerk envelope**

  - If voter moved out of Lansing before _____ (60 days), they do not have the right to vote here.

Challenges
Spoiled/Defective Ballots
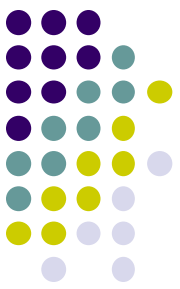
Spoiled Ballot - A voter who spoils his/her ballot may obtain a new one

1. Instruct the voter to return his/her ballot to the secrecy sleeve.
2. Direct them to the Ballot Inspector
3. Ballot Inspector will Draw a line through the first ballot number and record the new ballot number on the Application to Vote
4. remove, stub, Write or stamp "spoiled" on the ballot
5. Place the spoiled ballot in the "SPOILED or DEFECTIVE BALLOTS" envelope
6. E Poll Book Inspector - "Spoil" the first ballot, then proceed with new ballot number
7. Offer magnify sheet or ask if any questions

Voter Completes – One Side of Envelope. You Sign.

Procedure for Issuing a Provisional Ballot
If the Voter's Name Is Not on the Registration List
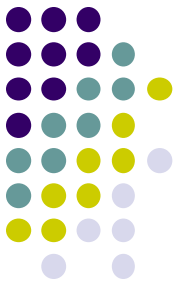
Back Side To Do List

1. Complete Checklist

2. Follow Instructions with Supplies in **Chairperson** Binder

Exposed Ballots

- If a voter deliberately shows any person in the polling place how he or she has voted, the ballot is void and must be rejected; the voter is not permitted to vote *(Exception, a minor child may accompany the voter to the voting booth)*

- Mark the ballot "REJECTED FOR EXPOSURE"

- Mark Voter as "REJECTED FOR EXPOSURE" in EPB

- Place the rejected ballot into the special envelope labeled "REJECTED FOR EXPOSURE"

Challenges -Guest Campaigning near Polls

- Campaigning must be at least 100 feet from any entrance to the building being used by voters

- Inspectors should ask voters to remove campaign buttons, and conceal literature or clothing bearing campaign information

Challenges -Guests Campaigning near Polls
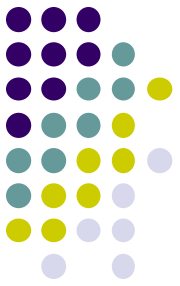
- Vehicles bearing campaign information may park within 100 feet **only** while the driver and passengers are voting

- Repeated violations of illegal campaigning should be reported to the Clerk or local law enforcement

- Periodically check the precinct grounds for campaign materials and remove

Poll Watchers
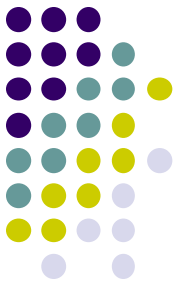
- Anyone can be a Poll Watcher

- Poll Watcher do **<u>not</u>** have the right to:
  - challenge a person's voting rights or the actions of inspectors
  - enter the voting area or examine the equipment, forms and records without the permission of the precinct chair

End of the Night Procedures
If <u>Ballots Don't Balance</u>

If the Ballot Summary Report Line J does not balance as expected and the Chair and Co-Chair do not know why*, then:

E Poll Book Check

1) Review E Poll Book End of Day Guide

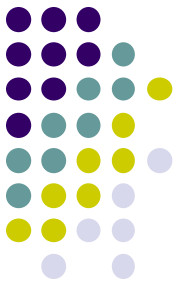   Make sure all lines of the Ballot Summary are completed, especially Line A which should not have been altered without Clerk's Office approval

2) Review *E Poll Book List of Voters Report* to look for skipped ballot numbers

Note: using the <u>Tab key</u> will move the cursor through all of the required fields starting at Line D

See Trouble Shooting Guide End of Day

If Ballots Don't Balance Con't
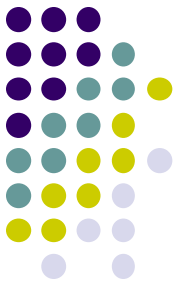
Tabulator Check

Check all 3 bins of the tabulator again to collect all ballots

- Count all tabulated ballots by hand in groups of 25

- If the <u>total number of ballots</u> does NOT equal <u>tabulator count</u>, then tabulator needs to be reset and the ballots need to be re-fed.

Notify Superchair and Clerk's Office immediately to request tabulator reset.

If **Ballots Don't Balance Con't**

- **Applications to Vote Check**
- In order by voter number, stack applications to vote in groups of 25
  - If the Applications to Vote count does NOT equal tabulator count or the E poll book count, then review *E Poll Book List of Voters Report* to look for skipped ballot numbers

Note:
Please "make a remark" in E Poll Book of any or all of these procedures were completed.

Once all of these and all other closing steps are completed, then the precinct team can be dismissed.

Volunteer Opportunities
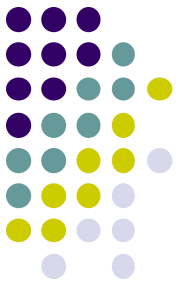
- #BeReady2Vote
  - Voter Registration Drive Specialist

  - Children Presentations – Mock Election
    - Sparty vs Big Lug

- Office Volunteers
  - City Hall – filing, prep mailing
  - SWOC – election prep/takedown
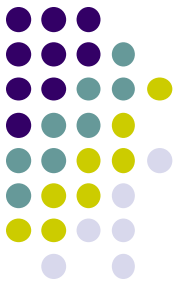
Elections in 2016 & 2017

- Save the Date – Upcoming Elections
  - August 2, 2016
  - November 8, 2016
  - May 2, 2017 (Potential)
  - August 8, 2017 (Confirm)
  - November 7, 2017 (Confirm)
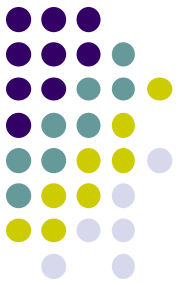
CONCLUSION

Thank you for your continued dedication and excellence in the conduct of City of Lansing Elections.

Remember to make each voter's experience a positive one, and have fun on Election Day!